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|  | **Basic Needs Working Group** |
|  | **Syrian Refugee Response in Jordan** |

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| Meeting Location | UNHCR Khalda office – EMOPs Room | Meeting Date | 03.08.2015 |
| Chair Person | Roger Dean- NRC  | Meeting Time | 3:00 – 4:30pm |
| Minutes Prepared by | Claire Stephens |
| Purpose of Meeting | Basic Needs WG Meeting  |
| Next meeting | Monday 3rd AugustMonthly WG Meetings = 1st Monday of every month  |

## Summary of action points

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| Number of action point or discussion | Action point  | Focal Point / Organization |
| 1. | Partners who have agreed to be on the Winterization Targeting Temporary Technical Committee to convene in August to begin targeting  | Andrew Merat DRCLisa Dipangrazio IRCZaid Awamreh PU-AMIStephen Rous MEDAIRSawsan Issa IRCVolker Schimmel UNHCR |
| 2. | Partners should submit data to ActivityInfo for July by Thursday 6th August COB | Everyone |
| 3. | Partners to further discuss: the impact on other key sectors as all based on WFP covering food needs, implications on other agency planning post-August, longer term contingency planning and provision of information to the WFP  | Everyone |

## Attachments and References

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| Documents | Location | Contact Person |
| WFP Presentation on ‘Impact of WFP Programming’ | Presentation to be uploaded to portal, and WFP/UNHCR Rapid Assessment of expected impact of the cessation of WFP assistance to Syrian Refugees.Attached with minutes  | Ryan Beech ryan.beech@wfp.org |
| RAIS Bulk Assistance Uploader User Manual | To be uploaded to portalAttached with minutes | Olivia Cribb cribb@unhcr.org |
| Cash for Work (CfW) Standard Operating Procedures for Za’atari | To be uploaded to portal once final changes approved by NBWG | Olivia Cribb cribb@unhcr.org |
| Cash for Work (CfW) Focus Group Discussions and Community Feedback on SOP, Za’atari | To be uploaded to portalAttached with minutes | Olivia Cribb cribb@unhcr.org |
| Cash for Work (CfW) Vulnerability Criteria, Za’atari  | To be uploaded to portalAttached with minutes | Olivia Cribb cribb@unhcr.org |

**3.) Minutes**

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| **Item** | **Discussion** |
| Winterization Targeting Temporary Technical Committee | * Winterization targeting temporary technical committee established and discussions on targeting shall begin 17 August, 9:30am at PU-AMI Jabal Al Weibdeh, (if anyone else would like to participate please contact nominated taskforce Chair Zaid Awamreh jor.shelternfi@pu-ami.org).
* Task: to propose targeting criteria and guidance in a document to be put forward for endorsement to the BNWG in September for endorsement.
* Current BNWG representatives for the taskforce are: Andrew Merat DRC, Lisa Dipangrazio IRC, Stephen Rous MEDAIR, Volker Schimmel UNHCR, and chaired by Zaid Awamreh PU-AMI.
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| Cash for Work Programme Za’atari / RAIS bulk upload module | * Cash for Work (CfW) Standard Operating Procedures (SOP) for Za’atari Camp unanimously endorsed by partners (NBWG) on the provision the following changes to be inserted; 1) partners first need to agree and establish consistency with the timeline of announcements of advertising positions (outcome TBA), 2) standardized turnaround period for filling positions between partners i.e. a maximum of four weeks, 3) an insertion of a paragraph in contracts for CfW employees explaining code of conduct to be adopted in the workplace (Claire IRD to draft) 4) a generic sentence to be inserted highlighting the need for due diligence in hiring and limiting occurrences of conflict of interest; community meetings raised concerns that some Syrians would be hired by other Syrian relatives / friends in positions of management as opposed to a merit based selection process – each Partner has to ensure they are upholding equal opportunities in HR selection, program to effectively begin 1 August 2015
* UNHCR DAG team underway in building supporting Refugee Assistance Information System (RAIS) Bulk uploader to support the CfW program, a test version will be trialled at the NBWG. For assistance with RAIS/ActivityInfo Support please contact Olivia cribb@unhcr.org direct to ensure support is provided to requests.
* Draft operating procedures once revised shall be uploaded on to the portal followed by supporting background documentation; Cash for Work (CfW) Focus Group Discussions and Community Feedback, and Cash for Work (CfW) vulnerability criteria all pertaining to Za’atari Camp.
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| Thematic Presentation on the ‘Impact of WFP Programming’, WFP | * The presentation by WFP discussed the findings of the WFP/Reach CFSME (2015) which highlighted the increase in Syrian refugees that are food insecure, have an increased vulnerability to food insecurity and a reduction in food security comparatively to figures displayed in the 2014 CFSME. For host communities food security is deteriorating rapidly, while at Za’atari camp food security remains stable, and Azraq camp lacks food security for the lack of economic activity, and a staggering 67% of households have resorted to crisis or emergency coping strategies.
* With expectations of a cessation of WFP assistance across Urban Areas as a result of funding shortfalls, last minute generous donor contributions from the USA and Europe have provided the WFP with a way forward that tries to balance the needs of the refugees with giving some continuity and predictability over the coming months. From this month (August), with the current financial situation, WFP can provide the following assistance:

·      **Camps** – full assistance of JOD20 per person per month for refugees living in Za’atri, Azraq, Cyber City and King Abdullah Park. This is now confirmed for August, September, October, November 2015. Bread distributions will also continue in Za’atri and Azraq.·      **Community** o   Extremely vulnerable – half assistance of JOD10 per person per month for all refugees classified as extremely vulnerable under the WFP targeting. This is now confirmed for August, September, October, November 2015. o   Vulnerable – half assistance of JOD5 per person per month for all refugees classified as vulnerable under the WFP targeting. This is confirmed for August and we have informed all refugees in this category that this will be their last WFP assistance. While better than the worst case scenario predicted in early July it will still cause considerable hardship to the refugee families. WFP realize that this will cause a further deterioration of the food security and vulnerability indicators that were shown in the recent WFP/REACH CFSME already to be declining rapidly. WFP are therefore continuing to appeal for additional funds, requiring another US$55.6 million for the rest of this year to complete planned commitments to the refugees after the April targeting.IATF have called for return contingency planning, 25% of the population has been estimated to return to Syria (est. 100,000 Syrians) as a result of the first expected food cuts, regardless of the numbers and since WFP can now continue to provisionally provide support to a lesser extent, however fears remain high that Syrians shall choose to return as a result of being pushed further in to the extremely vulnerable category. * Details can be found in the review document attached and for further information please contact Ryan Beech, WFP ryan.beech@wfp.org.
* For clarification on partner future programmatic planning given WFP changes and relevance to the VAF please contact Kate Washington direct on washington@unhcr.org;
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| AOB | * Partners are reminded that the ActivityInfo monthly reporting deadline for July is Thursday 6th August.
* Next BNWG proposed for 7th September 2015 3:00pm, UNHCR EMOPS Room, agenda item submissions due by COB Sunday 6th September to cribb@unhcr.org.
* IRC suggested the group revisit the levels of regular cash assistance in light of announced changes in WFP provision. Discussion to continue by email among meeting participants
* CARE to give the thematic presentation at the next WG meeting
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 List of Participants

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| **Organisation** | **Name** |
| ACF | Madlein Abu Amrieh |
| NRC | Alaa Alsaqarat |
| IOCC | Fadi Wakileh |
| NRC | Roger Dean |
| Mercy Corps  | Brenna Carmody |
| WVI | Hatim Abbassi |
| Sadaqa | Megumi Hirayama |
| UNHCR | Olivia Cribb |
| WFP | Ryan Beech  |
| Sadaqa | Hiromi Shimizu |
| PU-AMI | Zaid Awamreh |
| Save the Children International | Aqeel Khan |
| DRC | Andrew Merat  |
| IRC | Sawsan Issa |
| Near East Foundation | Zev Rose |
| AVSI | Fadi Hrimat |
| Medair | Jonelle Armstrong |
| Medair | Stephen Rous |
| Oxfam | Doaa Alsour |